



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON, DC 20374-5065

IN REPLY REFER TO  
ACQ 021  
10 Mar 99

**MEMORANDUM FOR DISTRIBUTION**

**Subj: NOTIFICATION OF ENVIRONMENTAL RESTORATION CONTRACTING  
ACTIVITIES EXCEEDING \$5 MILLION (99-11)**

**Ref:** (a) NAVFAC ltr of 26 Apr 96 (24-96)  
(b) NAVFAC ltr Ser Acq 111/98-115 of 19 Feb 98 (4-98)  
(c) House Conference Report on the FY 1999 Defense Appropriations Bill  
(H. Rept. 105-746)

**Encl:** (1) Cover sheet for transmission  
(2) Format of award notification

1. References (a) and (b) provided implementation guidance for environmental restoration projects regarding notification to interested Members of Congress and interested State and local officials. Reference (c) raised the threshold for notification of environmental restoration projects from \$1 million to \$5 million.

2. Enclosures (1) and (2) have been updated from reference (b) to reflect this change. Please ensure complete information (proposed contract announcement and certification memo) is forwarded to NAVFAC EOC-WT no later than 3:00 P.M. the day before the proposed award date.

A handwritten signature in black ink, appearing to read "M. F. Howard", is located above the name of the official.

**MICHAEL F. HOWARD**  
Head, Strategic Programs/  
Community Management Section



**NAVAL FACILITIES ENGINEERING COMMAND  
NOTIFICATION OF ENVIRONMENTAL ACTION  
>\$5M**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Naval Facilities Engineering Command  
Attn: EOC-WT  
1322 Patterson Avenue, SE, Suite 1000  
Washington, DC 20374-5065

Office of the Assistant Deputy Under Secretary of Defense  
Environmental Cleanup OASUD(CL)  
3000 Defense Pentagon  
Washington, DC 20301-3000 (FAX (703) 695-4982/DSN 225-4981)

Naval Facilities Engineering Command  
Attn: ASP-AN  
1322 Patterson Avenue, SE, Suite 1000  
Washington, DC 20374-5065

Attached please find the following:

- ( ) **Commerce Business Daily Synopsis dated** \_\_\_\_\_
- ( ) **CHINFO Clearance Notification Form**

Please contact \_\_\_\_\_ at \_\_\_\_\_ for more information.

## **FORMAT FOR NOTIFICATION**

From: [Contracting Activity]

To: Commander, Naval Facilities Engineering Command

Subj: NOTIFICATION OF CONTRACTUAL ACTION OF \$5M OR MORE

1. Proposed award date.
2. Name and location of proposed contractor, including street address, zip code, and county. If more than one award is planned as a result of a multiple award preference, state the number of awards planned and above information for each awardee.
3. Value of the contract action. For initial contract awards, state total dollar ceiling of contract (i.e., "not to exceed \$125M). For contract task/delivery orders, indicate the amount of the individual order.
4. Number of dollars obligated with this action, and money type. Do not use fund cite.
5. Item and quantity to be procured. Fully describe in clear, nontechnical language with a minimum of abbreviations and acronyms. The project/program should be included with the description if applicable.
6. Name and location of contractor's office which will perform the contract (if different from parent company listed in 2 above).
7. Number of firms solicited and the number of firms submitting bids/proposals. For task/delivery orders or modifications to previously awarded contracts, enter "N/A."
8. Name and address of contracting activity.
9. Name and telephone number of Contracting Officer most familiar with contract action (provide both DSN and commercial numbers).
10. Foreign military sales (FMS), if applicable.
11. Contract number/modification number/task or delivery order number.
12. Information on any proposed local press release or any previous Congressional interest.
13. Scheduled contract delivery/completion dates.
14. Solicitation issue date.
15. For IFBs, list bid opening date; for RFPs, list business clearance memorandum approval date.